

## **Special Report No 2 to the NEC on the RCAFA Honours and Awards Process**

### **General**

The RCAFA Honours and Awards (H&A) Process is intended to recognize members of the Association who have made significant contributions to the organization and who have therefore served as sterling examples for others. In addition, it also recognizes members of the RCAF and Canada's civilian aerospace sector who have made significant operational or other contributions to our nation.

### **Process Issues**

The need to update the H&A process was outlined in my first Special Report of mid-December 2015 (attached). Since then, we have received input from the RCAF that address most of the issues that dealt with awards to RCAF units and individuals and a new draft of Booklet 104 (v2.0) has been written. We still, however, have work to do within the RCAFA to allow the updating of Booklet 104 to be completed and the new processes put in place, as outlined below (Action by is a suggestion only).

#### **Part 1, Section 3, Para 3.01.**

- Committee membership needs to be approved (**NEC**)

#### **Part 1, Section 4, Para 4.05.**

- We need to determine which of these 'national awards' are to be maintained, who will staff them etc and then include this information in Booklet 104. (**NEC/ED**).

#### **Part 1, Section 6, Para 6.02.**

- The input received from the RCAF indicates they want to only nominate candidates every second year (i.e., when the RCAFA has a physical AGM). I believe we should try to convince them to stay with annual nominations, even if we have to make special arrangements for trophy presentations on 'odd years'. (**HNP**)

#### **Part 1, Section 7, Para 7.02.**

- The RCAFA will need to approach the Air Transport Association of Canada (ATAC) to see whether they are willing to undertake this effort. If yes, they will need to be drawn into the overall nomination process by the ED. (**Gaston/ED**)

#### **Part 1, Section 7, Para 7.03**

- The RCAFA will need to approach the Aerospace Industries Association of Canada (AIAC) to see whether they are willing to undertake this effort. If yes, they will need to be drawn into the overall nomination process by the ED. (**ED**)

- If nominations are also to be accepted from by Wings, Groups, the NEC and individual members (including Members-At-Large), this will also have to be indicated in the requests for nominations. **(ED)**

**Part 1, Section 7, Para 7.04**

- The RCAFA will need to approach the Canadian Aeronautical Preservation Association (CAPA) to see whether they are willing to undertake this effort. If yes, they will need to be drawn into the overall nomination process by the ED. **(?/ED)**
- If nominations are also to be accepted from by Wings, Groups, the NEC and individual members (including Members-At-Large), this will also have to be indicated in the requests for nominations. **(ED)**

**Part 3**

- Group Presidents need to review and confirm. **(Gp Pres)**

**Part 5, Section 1, Para 1.04**

- Need to confirm nominating agency. **(Gaston/ED)**

**Part 5, Section 2, Para 2.04**

- Need to confirm nominating agency. **(ED)**

**Part 5. Section 3, Para 3.04**

- Need to confirm nominating agency. **(?/ED)**

**Part 6**

- Needs to be completed. **(TBD)**

A handwritten signature in blue ink, appearing to read 'Lloyd Campbell', is centered on a light yellow rectangular background.

Lloyd Campbell  
Chairman